

PDF

# INSTRUCTIONS

- BLOCK 1. Enter date the request is prepared.
- BLOCK 2. Enter title of originating office or laboratory, office symbol, and telephone number.
- BLOCK 3. Check appropriate block as to whether hardware is "Quality Sensitive", "Not Quality Sensitive", etc.
- BLOCK 4. Enter the twenty-four or less position basic noun description in the designated blocks to the right of "Title". Enter the purpose for which the request is being prepared, i.e., scope of work to be contracted, incremental funding actions, and change in scope of contract. If only one program coding structure number applies, enter a detailed description of the request; the program code will be entered in Block 11. If more than one program code applies to the request, specifically relate the scope of work or other requested action to each program code. Consecutively number all continuation sheets, beginning with the numeral "2", e.g., page 2 of 3, etc. When the purpose of the procurement request is to request issuance of a sub-allotment to another NASA station, the notation "SUB-ALLOTMENT TO XX", will be shown in all capital letters with the actual name of the NASA station (Sub-Allotee) substituted for the "XX".
- BLOCK 5. Enter the name and telephone number of the buyer or negotiator with whom the decrease has been coordinated. If this is a decrease to a procurement request for which the funds have not been obligated, check the first box. If funds have been obligated, check the second box and indicate the applicable purchase order/contract number and modification number.
- BLOCK 6. Enter the name of the person to be contacted on technical data, his office symbol and telephone number.
- BLOCK 7. Enter the names of other people that can be contacted, their office symbol and telephone number.
- BLOCK 8. Enter the date the contract should be awarded, amended, etc.
- BLOCK 9. Enter the date the requested action should be accomplished.
- BLOCK 10. Enter the best estimate of the total cost to cover the requested action. This is the amount of funding required for this one document alone and in case of a supplement is NOT the summary total of that supplement plus the related basic procurement request and all previous supplements thereto.
- BLOCK 11. Program Coding Structure:  
"DCN" - Originator leave blank. To be completed by BF20.  
"Program Code" - Originator, enter the program codes applicable to the requested action.  
"Estimated Cost" - Originator, enter the estimated cost applicable to each program code.
- BLOCK 12. Enter signature(s) of approving official(s).
- BLOCK 13. Check appropriate box and, if applicable, prepare NASA Form 446.
- BLOCK 14. Self explanatory.
- BLOCK 15. Enter title of Branch to which this request is assigned.
- BLOCK 16. To be used for approval signature, as applicable, the the Procurement Office.
- BLOCK 17. Enter date approval was given in Block 16.
- BLOCK 18. Enter signature of person "logging in" the request in Procurement Office.
- BLOCK 19. Indicate when a feed-back copy is forwarded to the originator and enter the date.
- PART IV. TO BE COMPLETED BY ORIGINATOR:  
Enter the Document Control Number in accordance with Volume 2, Financial Management Handbook.  
Enter the supplement number as applicable, in the space provided.